



350 S. Figueroa Street, Suite 100 | Los Angeles, CA 90071  
213.454-0599 | [www.ednovate.org](http://www.ednovate.org)

May 23, 2018

Dear Elizabeth,

On behalf of Ednovate, I am pleased to offer you a position as a Senior Manager of Special Projects at Ednovate. We are thrilled that you will continue your work with our team in creating a positive multigenerational change in Southern California. We believe that the personal and professional growth we provide to our students and staff as we continue to grow locally and nationally is second to none. We are enthusiastic about the opportunity of having you join our team.

This letter provides written confirmation of Ednovate's offer of employment. The enclosure includes more information regarding the employment specifics offered to you. Your expected date of employment is on July 1, 2018, and we would appreciate receiving a signed copy of this offer from you by June 20, 2018.

I would be delighted to answer any questions you may have about the school or the details of this offer. We look to the impact you will have on our students, our team and our community. We look forward to building the best high school in Southern California with you.

Sincerely,

Oliver Sicat  
CEO  
Ednovate



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**Terms of Offer: Senior Manager of Special Projects**  
**Employee: Elizabeth Saiger**  
**Start Date: July 1, 2018**

The key elements of your compensation and benefits package include:

*Salary.* Your starting salary will be equivalent to \$6333.33 monthly as an exempt employee and will be paid on the 15th and the final day of each month

*Salary Advancement.* During your work with Ednovate, you may be considered for salary increases on an annual basis.

*Work Schedule.* Your schedule will consist of approximately 20-25 hours of work each week.

*Paid Time Off.* Part-time employees who work for 30 or more days within a year from their start date are entitled to California Paid Sick Time (CPST). Part-time employees will receive 48 hours of sick time after 30 days of employment. For more information, please see our Staff Handbook.

*Background Check and Other Legal Requirements.* The offer is contingent upon LiveScan background check clearance and a clear TB risk assessment or test, as well as receipt of required onboarding documents. To remain in compliance with federal immigration legislation, this offer is also contingent upon you providing us with your original authorizing documents and completing the I-9 before your start date.

*At-Will Status.* Your employment with Ednovate is at-will, meaning that either you or Ednovate can end the employment relationship at any time, with or without notice or cause. Neither this offer nor any other oral or written representations may be considered a contract of employment. Ednovate is the exclusive employer of employees and has sole responsibility for employment management, dismissal, and discipline of its employees.

To indicate your acceptance of this offer, please sign below and bring or send the original signed letter to Shelley Levy at the address below.

Offer Accepted:

Signature  Date 07/13/18

Printed Name elizabeth saiger